



RECEIPT OF SUBSTITUTE HANDBOOK

(This page is to be signed and returned to SES management)

After reading this page and agreeing to the statements made on it, please sign, date, and return to the SES. It will be placed in your personnel file.

1. I acknowledge that I have received and read a copy of the SES Substitute Handbook.
2. I agree to comply with the policies and expectations in the handbook.
3. I understand that some policies might be changed from time to time and some professional expectations may not be listed but are still required. Policy changes shall be distributed in written form once updated.
4. I understand as an SES substitute, I am an independent contractor rather than a direct employee of SES, which has implications on the way I am expected to organize, track, report, file, and pay my taxes. I hereby agree to visiting the IRS website for detail and complying with the tax requirements as they pertain to my situation.
5. I understand that this handbook is not designed to create *contractual* obligations with respect to any subjects it covers and that the Substitute Handbook does not create a contract guaranteeing that I will be employed for any specific time or placed or dispatched to any school at any point in time.
6. I understand that while working with Superior Employment Services (SES), I may not directly or indirectly seek full or part-time work, accepting assignments/placement or employment in any capacity with any customer or client school or domicile site that SES dispatches me to directly or indirectly prior to completing a minimum of ninety school days within two consecutive school semesters, and for a period of 1 & 1/2 academic years after my separation from SES.
7. I hereby attest to understanding the content of this handbook and have had all my questions addressed by SES.

Name of Substitute (print): _____

Signature: _____

Date: ____/____/____

SES initials: _____

Date: ____/____/____